

CONFIDENTIAL

Approved For Release 2002/08/23 : CIA-RDP70-00211R000200110005-1

Report for Week Ending 30 May 1956
from
FORMS MANAGEMENT BRANCH

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General Information

1. Forms Authorized for Field Use [] - The present status of the request from the Supply Division pertaining to supplies of 612 forms to be cleared for overseas shipment to Station [] is as follows:

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Forms remaining to be cleared:

Agency Forms	38
Standard Forms	53*
Other Department Forms	8*
Total Uncleared Forms	<u>99</u>

* Previously cleared with the Office of Security. Clearance with the Offices of Primary Interest is still pending.

2. Indexing the Authorized Overseas Use of Stocked Forms []
Of an original listing of 167 stocked forms there presently remains to be approved, or disapproved, for overseas use 134 forms.

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25X1A9A 3. Telephone Inquiries on Authorized Overseas Use of Stocked Forms [] - Telephone inquiries relative to overseas usage status on 40 forms were clarified for the Supply Operations Branch, Supply Division since the last report.

4. Indexing the Authorized Overseas Use of Non-Stocked Forms []
Efforts were initiated during the week to index the authorized overseas usage on 812 non-stocked forms. There remains 771 forms to be cleared. Clearance on the status of 41 forms has been accomplished by pulling the required information from the folders.

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5. Corrections Completed on Forms Index [] - Corrections have been completed on the listing of all forms used by the Agency. These corrections run through 31 March 1956. We have requested the Machine Records Division run off a listing of non-stocked forms as well as a listing of stocked forms. Copies of each of these listings will be furnished the Supply Division. Numerical and Functional listings will also be made for the use of the Forms Management Branch.

Type	Pending Actions Summary				TOTAL
	DD/I	DD/P	DD/S	STOCK	
New	1	10	4	-	15
Revision	-	2	9	-	11
Reprint	2	-	1	5	8
Total	<u>3</u>	<u>12</u>	<u>14</u>	<u>5</u>	<u>34</u>

Type	Completed Actions Summary				TOTAL	NUMBER OF COPIES
	DD/I	DD/P	DD/S	STOCK		
New	-	1	8	1	10	44,250
Revision	1	-	3	3	7	256,000
Reprint	2	1	2	10	15	1,138,000
Total	<u>3</u>	<u>2</u>	<u>13</u>	<u>14</u>	<u>32</u>	<u>1,438,250</u>
Redesignated	3					

Backlog has been reduced from 6½ weeks to slightly less than 3 weeks.

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